Connecting to PPDServer print queues

I've made some changes to the print queues on PPDServer. These changes will not interfere with your currently setup print queues, but will impact how you will add additional print queues onto your local Windows2000/XP computer. All print queues on PPDServer are visible in the folder listed below for your operating system. *** Do a Ctrl+Alt+Delete to see a dialog box with your operating system listed.

Your Operating System   Folder name

Windows 2000   Printers
WindowsXP   Printers and Faxes

To install a print queue on your Winnows 2000 or XP system you will need to do the following:

*** FERMI and FNAL domain member computers ****

Make a network connection to ppdserver.fnal.gov
4. Click **Start** -> **Run...**
5. Enter \\ppdserver into the **"Open:"** dialog field.
6. Click **"OK"**   A new window will appear that has the server shares listed for PPDServer.
7. From within the new window, double-click the folder for your operating system (Printers, Printers and Faxes).
8. Find the printer in the list that you wish to add and right-click on the icon of the printer.
9. Choose the "Connect" option.   At that point the queue and print driver will be setup on you local computer.

*** Non-Domain member computers (typically home users and laptops ****

Make a network connection to ppdserver.fnal.gov
1. Click **Start** -> **Run...**
2. Enter \\ppdserver.fnal.gov into the **"Open:"** dialog field.
3. Click "OK"
    a. Once the dialog box for "Enter Network Password" appears.
    b. In the **"Connect As:"** field, enter your account information
            (e.g. fnal\bozo). **DO NOT use your FERMI user account.**
    c. In the **"Password:"** field, enter your password for that account.
    d. Click "**OK**"   A new window will appear that has the server shares listed for PPDServer.

4. From within the new window, double-click the folder for your operating system (Printers, Printers and Faxes).
5. Find the printer in the list that you wish to add and right-click on the icon of the printer.
6. Choose the "Connect" option.   At that point the queue and print driver will be setup on you local computer.

*** Non-Domain member computers will need to do step 1 prior to the first print
*** job.
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If you have any problems printing or need help, please go to the web address
http://www-ppd.fnal.gov/DSGOffice/ and fill out a work request.